

Court-Ordered Community Service Volunteer Hours re RASKC kitties at a partner store

Regional Animal Services of King County
Version 5.0 Aug 2012

While RASKC is pleased to provide verification of community service hours to volunteers in good standing, **it is completely your responsibility to provide the following information to the Volunteer Program Manager (VPM) in a timely way**, as follows:

If you work at a Petco, PetSmart, or Reber Ranch with RASKC kitties for community-service hours...

Do the following each time you need community service hours verified...

1. **Provide a “heads up” to the Volunteer Program Manager (VPM)** by email to sarah.luthens@kingcounty.gov and phone call (206-296-3946) **between 5- 10 days before you need paperwork submitted to the court.** And again two days prior to the deadline.
 - o Include in this reminder when the verification is needed and where it needs to be emailed (e.g., to yourself or the court). Provide the relevant email addresses. Your letter is more likely to be received if it's emailed rather than faxed. The fax machine at RASKC is much less reliable than email.
 - o Note that the VPM does not work on Fridays or Sundays (and is away from the office on some days for trainings or downtown meetings and takes other time off for vacation and so forth).
2. **Photocopy of your volunteer timesheet(s) with the hours tallied and** either scan/ email it or fax it to the VPM: sarah.luthens@kingcounty.gov or fax 206-205-8043 Attn: Sarah (Faxes are usually reliably received) or mail via postal service to Sarah Luthens, RASKC, 21615 64th Ave S, Kent, WA 98032
 - a. Include on the timesheet any RASKC trainings and their approximate date, including volunteer orientation and your training shift, that you took in the relevant time period.
 - b. If timeliness is an issue, you may have your Volunteer Lead Director email the VPM with a summary of this information to expedite your letter (for example, “Jane Doe worked at Shoreline Petco for 8 hours between Aug 1- 31. Plz email a letter to the court at municourt@city.gov by Sept 5). Nevertheless, you must still, however, follow up by providing the VPM a copy of your timesheet(s). See #4 below.
3. **If the VPM is not available** (e.g., sick day) on a deadline day you need verification of your hours...
 - a. You may ask an Animal Control Officer (for example, Officer Rebecca), Shelter Sergeant (Sgt Dyrdaahl or Sgt Eykel), or an Operations Manager (Glynis Frederiksen or Eric Swansen) to sign your paperwork. They can usually be reached by phone at 206-296-3938.
 - b. If that occurs, it is very important that you inform the VPM with this information within a day of receiving the signature (sarah.luthens@kingcounty.gov or 206-296-3946).
4. **If you submit a form that the VPM (or any other RASKC representative signs), then it is your responsibility to make a copy of the signed form and convey it to the VPM.** If the court calls to verify your hours, the VPM will provide verification only if you have submitted a copy of the signed form to her.

Timesheets are the property of RASKC. You are not allowed to take the original timesheets with you to court (or anywhere else). You are allowed, however, to make copies of your timesheets.

Note: Hours spent in volunteer training count toward your community service hours. It is your responsibility to note the training hours on your timesheet.

The VPM relies on your following these guidelines each time you need community service hours. She will not begin to process the paperwork until she has received a timely reminder from you.

All RASKC volunteers are expected to contribute at least 50 hours within six months. By accepting advanced training from RASKC, you are making a solid commitment to meeting this expectation.

If you do not conform to these guidelines or if you do not fully complete & submit the attached paperwork to the VPM in a timely fashion, your

Your Name: _____ Date: _____

Your Email Address: _____

Alleged crime/ infraction as to why you need community service hours

You will be required to provide paperwork from the court to verify your answer.

Does your alleged offense involve: (mark all that apply)

You may provide a written explanation

_____ animal(s) _____ child(ren) _____ elderly (age 65 or older)

_____ developmentally challenged individual(s) _____ theft _____ fraud

_____ violence _____ sex _____ none of these

Are you a registered sex offender? _____

If so, you are not eligible to volunteer at RASKC

Have you ever had animals confiscated or quarantined by any animal control agency? _____

If yes, please indicate date(s) & year(s) and explain the circumstances: _____

Use additional sheets if necessary

Have you ever been accused of assaulting an Animal Control Officer? _____

Have you ever been charged with a sex crime? _____

Other than the above, is there any fact or circumstance involving you or your background that would call into question your being entrusted with animals? Or with being near vulnerable individuals (children, elderly, developmentally challenged people)? _____

Explain any "yes" responses and provide dates: _____

Use additional sheets to explain

Failure to provide above information will result in not being eligible to volunteer.

How many hours do you need? _____ by what date? _____

Which court? _____

Email address (or fax) for who needs to receive your community-service letter _____

Email address strongly preferred

Please list previous arrests: _____

Use additional sheets if needed

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